

**Milford Water/Wastewater Commissioners’
Meeting Minutes
August 30, 2016**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Vice-Chairman
Dale A. White, Commissioner
David Boucher, Director
Evelyn Gendron, Recording Secretary

Call to Order

Chairman Courage called the meeting to order at 6:00 p.m. This meeting was not recorded for PEG Access/Town of Milford website viewing.

RSA 91-A:3, II(d) Land Upon motion by Vice-Chairman Putnam at 6:00 p.m. to enter into non-public session for the purpose of discussing land, seconded by Chairman Courage, the motion unanimously passed 3/0. At 7:01 p.m., Mr. Putnam made the motion to exit the non-public session to return to the public meeting session, with Commissioner White seconding the motion. All voted in favor. No announcements were made.

Press and Public Comments – None

Decisions/Approvals

Approval of Minutes – Upon motion made by Vice-Chairman Putnam and seconded by Commissioner White, it was unanimously voted 3/0 to approve the minutes of the August 16, 2016 commissioners’ meeting as amended.

Sewer Abatement Request – 84 Nashua Street – The commissioners learned of multiple, repaired water leaks at this three-family property through correspondence submitted by the property owner. Based on prior, averaged quarterly water meter readings, calculations indicated that water usage had increased by 5911 cubic feet, amounting to \$325.11. A portion of that leaked water would not have entered the sanitary sewer system for wastewater treatment. Upon motion by Vice-Chairman Putnam to approve this sewer abatement amounting to \$162.56, representing half of the calculated 5911 cubic feet of calculated water leaked, and in agreement with Director Boucher’s recommendation, seconded by Commissioner White, the motion unanimously passed 3/0.

Abatement Request – 7 Olive Street – Vice-Chairman Putnam inquired, and Director Boucher did not recall, a previously approved abatement request for this customer. Director Boucher explained the 7 Olive Street resident is seeking a one-time pool fill credit/sewer abatement for water which did not enter the sanitary sewer system, in the amount of \$80.96, spanning two summer billing quarters, based on 1,840 cubic feet. Upon motion by Vice-Chairman Putnam to approve this sewer abatement request in the amount of \$80.96 for a one-time pool fill credit as recommended by Director Boucher, seconded by Chairman Courage, the motion unanimously passed 3/0.

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Discussion Items not on the Agenda

Commissioner Courage noticed the sidewalk base pavement progress made along South Street. He strongly suggested the Water Department Foreman ensure that the water service gate boxes be above grade prior to paving, not afterward. This project is not overseen by the Water Utilities personnel, however WUD personnel have assisted with some aspects. The paving schedule will be requested to avoid oversight and reopening final pavement; the CLD project inspector may have a paving schedule now. Mr. Boucher will determine whether the Clinton Street main gate boxes have been raised at the corner of Clinton Street.

Discussion/Information Items

Construction Project Inspection – Chairman Courage indicated that the Water Utilities Department should strongly consider returning to the practice of utilizing outside contractors for project inspection services so that established municipal goals and Water Utilities departmental responsibilities may be accomplished. The 41 days of inspection services provided to date by Mr. Whitfield, the Collection System Foreman, for the Hutchinson Point/Ducal Development project on Mont Vernon Street proved to be too much, in Mr. Courage's opinion. Although the inspection time will be billed to the developer, this project took longer than anticipated. He referred to himself as a long-time supporter of using outside inspectors, and commented there must be several available for hire. He acknowledged the hired inspectors charge higher rates. Water Utilities personnel were not opposed to providing inspection services, however, the extended duration is proving to negatively affect overall goals, given the three man collection system and the three man water department. The Water Utilities Department is not adequately staffed, said Mr. Courage, particularly in the Water Department. Mr. Boucher said he's never been opposed to subcontracting inspectors and will investigate options. The Salt Creek/South Street project will also require project inspection services. Director Boucher addressed Commissioner White's inquiries regarding pre-build project accomplishments regarding pressure test results for the on-site hydrant. The hydrant thrust backer block verification is necessary prior to turning the water on. Bacterial results are expected. Project photographs have been taken along the way. The water line has been flushed and chlorinated. He summarized that all work has been according to the town specifications. The commissioners and Director Boucher recalled that BOS Chairman Fougere recently recommended contractor references be obtained and reviewed by DPW Director Riendeau and Water Utilities Director Boucher prior to issuing a trench opening permit. Mr. Herlihy, Milford Building Official, has scheduled an August 31 2:30 p.m. meeting with CSSI; Mr. Boucher is interested in obtaining a schedule. A September 1st 1:00 p.m. preconstruction meeting has been scheduled regarding Contemporary Chrysler.

HVAC Project Update – Mr. Boucher said the punch list is complete except for that which cannot be observed without the boiler operating.

Ultra-Violet Disinfection Project Update – Mr. Boucher indicated approximately 75% of the project is complete and apprised the commissioners of progress made since the previous meeting. Pay requisition #4 is anticipated.

Activities Report & Informational Topics Not on the Agenda – Mr. Boucher distributed a spreadsheet for comparison of Milford vs. Pennichuck MGD Water Usage for August 1 – 28. Pennichuck is seeking approval for a 19% rate increase. The commissioners reviewed the summaries of completed and

planned Collection System, Water Department and Wastewater Operations activities provided by the three foremen. Although the 2003 Silverado Water Utility truck body repairs are complete, the vehicle remains at Kincaid Auto for repairs, including a transmission leak and the air conditioning unit is not functioning properly. Mr. Boucher reported this vehicle's value is in the rear of the truck body, as opposed to underneath the truck hood.

Adjournment: At 7:49 p.m. Vice-Chairman Putnam made the motion to adjourn the meeting, seconded by Commissioner White. All voted in favor.

Future Appointments/Meetings: **Tuesday, September 13, 2016 at 6:00 p.m.** The Commissioners' meeting will be held at the Water Utilities Department, 564 Nashua Street.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Vice-Chairman

Date

Dale A. White, Commissioner

Date